

6 January 1947

## MEMORANDUM

TO: Chief, Services Branch  
 FROM: 25X1A9A  
 SUBJECT: Reproduction Division

Document No. 65  
 NO CHANGE in Class. ☒  
☐ DECLASSIFIED  
 Class. CHANGED TO: TS S  
 DDA Memo, 4 Apr 77  
 Auth: DDA REG. 77/1763  
 Date: 05 APR 1978 By: 25X1

1. In accordance with your verbal request of 2 January 1948, a survey of Reproduction Division has been made. The result of this survey is discussed below, setting forth the present procedure used in processing Form No. 36-2, Reproduction Requisition, and the proposed procedure for processing, and scheduling work requested on the aforementioned form.

A. Reproduction Requisition, Form No. 36-2.

1. Reproduction Requisition, Form No. 36-2 is submitted, in duplicate, by the Requisitioning Officer to the Reproduction Division, Services Branch.
2. The Control Clerk, Reproduction Division, time stamps the incoming Reproduction Requisition, assigns a job number to the original and carbon copy of the requisition. The carbon copy (blue in color) is returned to the Requisitioning Officer for his files and use in future checks.
3. The Control Clerk, Reproduction Division, records in the log book the type of work; description; number of originals, number of reproductions of each original; total reproductions, requisitioned by, Division or Branch, etc.; Agency; date of request; date job recorded; delivery date requested; and date of delivery. (See Exhibit "A").
4. The Reproduction Requisitions is reviewed by the Chief or Assistant Chief who determines, if possible, a shorter, more inexpensive type of reproduction, etc., that may be used. If a means of reproduction, other than requested, is deemed necessary the reviewing official contacts the Requisitioning Officer explaining the reason for the change and receiving his verbal approval prior to starting work on the requested job. The Chief or Assistant Chief also review incoming requisitions determining the jobs which are to be "farmed out" to Government Printing Office for processing. Also, that the prior approval has been granted by the Chief, Management Branch, for the reproduction or rerunning of a CIA form.

B. Forwarding Reproduction Requisition, Form No. 36-2, to Sections.

1. The Chief, Assistant Chief, Stenographer, or Control Clerk will call the various section heads stating that a RUSH job or several accumulated jobs are on hand to be picked up.
2. These incoming jobs are retained by the Reproduction Division in a drawer marked either "Photography", "Offset" or "Photostat", until such time as the section head can come to Room 202 North Building to pickup the requested work. The section head, when making a trip to the above cited room, will bring his completed work for redelivery.

The Control Clerk, from time to time, will deliver jobs to the various section heads for processing and also making a pickup of any completed work.

3. The Control Clerk maintains a "Reproduction Job Control Log". (See Exhibit "B"). This form is a means to locating incomplete jobs. This form is signed by the individual receiving the job for processing and again when the completed job is returned to 202 North Building.

C. Section Control.

1. Photostat

- (a) See Exhibit "C" for the log used for recording incoming and outgoing completed jobs.

2. Photography

- (a) See Exhibit "D" for the log used for recording incoming and outgoing completed jobs.

3. Pressroom

- (a) See Exhibit "E" for the log used for recording incoming and outgoing completed jobs.

4. Mimeograph

- (a) See Exhibit "F" for the log used for recording incoming and outgoing completed jobs. [ ]
- (b) See Exhibit "G" for the log used for recording incoming and outgoing completed jobs. (CIA)

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5. Offset

- (a) See Exhibit "H" for a control form used by [ ] on offset work produced in Reproduction Division & GPO.

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D. Delivery of Completed Jobs

1. Pressroom

- (a) Due to the larger bundles produced by this office, [ ] CAF-2, Misc. Dup. Mimeo. Oper., delivers these packages to the various Requisitioning Officers. The delivery receipt on Form No. 36-2 is signed and returned by Mr [ ] to the Control Clerk.

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2. Photostat, Photography, Mimeograph, etc.

- (a) These completed jobs are brought from the sections, by various individuals, to Room 202 North Building. Delivery to the requisitioning office is accomplished (1) by [ ] or (2) calling the requisitioning office and individual to Reproduction Division to pickup the completed material.

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E. Completion of Log Book.

- (1) The Control Clerk posts to the last column of the log, Exhibit "A", Date of delivery, the date which the delivery receipt, Form 36-2 discloses.
- (2) Form 36-2 is then filed numerically in a completed file.

PROPOSED PROCEDURE

A. Reproduction Requisition, Form No. 36-2.

1. Reproduction Requisition, Form No. 36-2 is submitted, in duplicate, by the Requisitioning Officer to the Reproduction Division, Services Branch. The Control Clerk, Reproduction Division shall time stamp the incoming Reproduction Requisition.
2. The Chief or Assistant Chief, Reproduction Division shall review all incoming Reproduction Requisitions to determine if a shorter, more inexpensive type of reproduction may be used. The Chief or Assistant chief shall clear with the Requisitioning Officer prior to substituting a different type of reproduction.
3. The Division Chief or Assistant Chief shall determine that the proper Management Branch approval for forms has been received prior to reproduction.
4. The Division Chief or Assistant Chief shall determine which reproduction jobs are to be forwarded to the Government Printing Office.
5. The Division Chief or Assistant Chief shall indicate on Form 36-2, Reproduction Requisition, the scheduled delivery date, bearing in mind the priorities, etc.

B. Log of Reproduction Requisitions.

1. The log book shall be located in Room 202, North Building. The Control Clerk shall assign a job number to the Reproduction Requisition, Form No. 36-2, returning a copy (blue in color) to the Requisitioning Officer.
2. The original form shall be recorded on the log sheet by the Control Clerk showing the job number; type of work; branch; division; requisitioned by; number of originals; number of reproductions of each original; total reproduced, description, estimated cost, classification, priority, date of request, date job recorded, delivery date requested, and date of delivery (See Exhibit "I").

C. Production and Control of Reproduction Requisition.

1. The Reproduction Requisition shall be reproduced by the Control Clerk to the office of the Production Coordinator, Room 8 North Building.

2. The Production Coordinator shall record on the Production Chart (See Exhibit "J"), the job number; date received; and the scheduled due date. All Reproduction Requisitions, Form No. 36-2, bearing a priority, shall be recorded on the Production Chart in RED.
3. Where possible, in the case of composing, pressroom, mimeograph, photography and photostate, the requested total pages, impressions, negatives, prints, etc., shall be recorded. This recorded figure will give the production coordinator an estimate of the size of the job in process.
4. The Production Coordinator shall enter on the production chart the date each job was forwarded to the appropriate section or unit involved for the required production.

25X1A9A 5. Mr. [ ] CAF-2, Misc. Dup. Mimeo. Oper., will deliver the reproduction jobs to the various sections and units as directed by the Production Coordinator. Also, making pickups of completed jobs and returning same to the Production Coordinator.

6. The Production Coordinator, upon receipt of the completed jobs, shall record on the Production Chart the total negatives, prints, impressions, etc., depending upon the particular job. The Production Coordinator will then schedule the job to the next section or unit involved in the particular process required.
7. Each section or unit shall maintain a log, consisting of the job number, date received, released to, date and time. Also, a column for any remarks. (See Exhibit "K").
8. The Production coordinator, at 11:00 and 4:00 each day, shall check the log sheet of the Camera & Layout Unit and the Platemaking Unit, to determine the completed jobs, and the quantity produced.

REASON: As these two units are situated in adjacent rooms, it is determined more feasible for the unit head to hand process the negatives to the platemaker and hence the plates to the pressroom.

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9. The Production Coordinator shall schedule deliveries to the various buildings. [ ] will make these deliveries between 11:00 and 12:00 and 4:00 to 5:00.

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NOTE: It is recommended that a courier or messenger be assigned to assist [ ] as he alone will be required to leave the delivery truck unguarded which contains classified material.

D. Daily Production Record.

1. The production chart shall be totalled each evening which will disclose the total work load and the total production for the day.
2. These figures of production will be brought forward onto a form "Daily Production Record" (See Exhibit "K"). This form will be prepared in triplicate. Original, CIA-RDP54-00177A000200030002-7 Services

Branch, carbon copy to the Chief, Reproduction Division, and carbon copy shall be retained by the Production Coordinator.

3. The proposed procedure for the production chart being that all incomplete jobs will be recorded each morning on a new chart (Exhibit "J").  
COMMENTS: It is believed that this may prove too detailed and involve too much time. However, it is recommended that the daily production chart be tried. If the chart proves too time consuming each morning, it is then recommended that a new chart be prepared once a week.
4. At 11:00 and 4:00 each day, the Control Clerk, in the office of the Chief, will check the chart of the Production Coordinator to secure the location of each job. This information shall be recorded on a Control Chart (Exhibit "I"), located in the office of the Chief, Reproduction Division.

5. Completion of Log Book.

1. The Control Clerk will post to the last column of the log book, "date of delivery" the date which the delivery receipt, Form 36-2 discloses.
2. Form 36-2 is then filed numerically in a completed file.

- - - - -

[illegible]

[illegible]

~~CONFIDENTIAL~~

Date

[illegible]

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Exhibit 2

477A000200030002

Exhibit 29 -

## Date - - - - -

[illegible]

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*Gross Rm*      *9.1.1.1 "2"*

REQ. NO.	FORM NO.	DATE - RECD.	OFFSET	<del>ENTER</del>	DATE DEL.	REMARKS
3313						
3314						
3315						
3316						
3317						
3318						
3319						
3320						
3321						
3322						
3323						
3324						
3325						

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Exhibit 7

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[illegible]

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Philip H.

[illegible]

Exhibit 30



	JOB NUMBER	DATE RECEIVED	SCHEDULED DATE	PRIORITY	DATE TO COMPOSING	NUMBER OF ORIGINALS		DATE TO CAMERA & LAYOUT	NUMBER OF NEGATIVES	NUMBER OF LAYOUTS	DATE TO PLATE- MAKING	NUMBER OF PLATES	DATE TO PRESSROOM	NUMBER OF PLATES	TOTAL IMPRESSIONS	
						SUB- MITTED	PRO- DUCED								RE- QUESTED	
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
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18																
19																
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EXHIBIT "K"

DAILY PRODUCTION RECORD

DATE \_\_\_\_\_

SECTION &	Total Employees	Estimated Production	Total on Duty	Estimated Production	Work Load on Hand	Amount Assigned	Amount Produced	Production		Remarks
								Completed	Incomplete	
Composing										
Camera & Layout										
Plate- making										
Pressroom										
Mimeo & Finishing										
Photostat										
Photography										
Total										

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CONTROL CHART

[illegible]

Exhibit "A"

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## LOG SHEET

[illegible]

NOTE: SEE INSTRUCTIONS ON REVERSE SIDE						REPRODUCTION REQUISITION				JOB NUMBER	
ORDERED BY (PERSON)			BUILDING		ROOM	PHONE	THIS DATE				
BRANCH OR OFFICE			DIVISION		SECTION		DATE JOB REQUIRED				
SERVICE REQUIRED	X	SIZE	NO. OF ORIGINALS	COPIES REQ. ON EACH	TOTAL NO. COPIES	PRINT	X	BINDERY	X	DISPOSITION OF STENCIL	X
PHOTOSTAT		8x10 1/2	12	NEG. 1 POS. 12	13	ONE SIDE		ASSEMBLED		RETURN	
OFFSET PRINT		8x16 1/2	5	10,000	50,000	TWO SIDES		UNASSEMBLED		RETAIN	
MIMEOGRAPH		8 1/2 x 14 1/2				HEAD TO HEAD		FASTENED		DESTROY	
PHOTOGRAPH		2 1/4 x 1 1/4	80	10	10	TUMBLE HEAD		PUNCHED		ESTIMATED MONTHLY USAGE	
MICROFILM		12	12	10	10	PAPER		PADED			
OZALID						KIND		ADDRESSSED			
RUBBER STAMP						GOLOR		RERUN DATA	X	CLASSIFICATION	
								TO BE RERUN			
								NOT TO BE RERUN			
						REMARKS:					
DELIVERY RECEIPT											
THE SERVICE ORDERED ON THIS REQUISITION RECEIVED											
_____ 19 _____											
FORM NO. 36-2 SEP 1946						SIGNATURE OF RECEIVING OFFICIAL					
						SIGNATURE OF REQUISITIONING OFFICIAL					

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